

Medication Aide
Continuing Education Training Program
for Nursing Facilities and Related Institutions
Effective Date May 1, 1996

**COMMUNICATE
before you
MEDICATE !**

“Helping people make the best use of medications”



Texas Department of Aging and Disability Services
Medication Aide Program, Mail Code W-245
P.O. Box 149030, Austin, Texas 78714-9030

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MEDICATION AIDE CONTINUING EDUCATION TRAINING PROGRAM (maCEtp) OVERVIEW

This is a copy of the state approved Medication Aide Continuing Education Training Program (maCEtp) package which includes:

- I. Introduction to the maCEtp
- II. Purpose of the maCEtp
- III. maCEtp Rules and Regulations
- IV. Guidelines for the Major Content Topic of the maCEtp
- V. Recommended Course Outline for the maCEtp

Note that in the past, DADS (formerly DHS) provided a maCEtp curriculum with specific time allotments for each unit. Effective May 1, 1996, this prescriptive framework will be discontinued. Instead DADS recommends selected introductory and closing content for the maCEtp, leaving the instructor free to determine the major content topic for the maCEtp. These changes are described in the enclosed maCEtp package.

MEDICATION AIDE CONTINUING EDUCATION TRAINING PROGRAM (maCEtp)

- I. **Introduction.** The drug therapy team for comprehensive medication management plays a vital role in protecting the health and welfare of the citizens of Texas. It is imperative that Medication Aides, as participating members of the drug therapy team, possess the knowledge and skills necessary to carry out their responsibilities. Medication Aides exercise a vital role in facilitating drug information, communications, medication compliance and positive health outcomes. It is to this end that the State Approved maCEtp is directed.
- II. **Purpose.**
 - A. To maintain and enhance the competency of Permitted Medication Aides to administer medications as specified at the Health and Safety Code, Chapter 242 Subchapter F and 40 TAC Chapter 95.
 - B. To protect the health and welfare of the citizens of Texas.
- III. **maCEtp Rules and Regulations.** The requirements for the maCEtp are summarized below as specified at 40 TAC Chapter 95 and in the program regulations:
 - A. The maCEtp is not required for the first renewal. After the permit is renewed the first time a Medication Aide permit holder must renew the permit annually by successfully completing an approved maCEtp prior to the expiration of the permit. A permit must not be renewed if the permit holder does not successfully complete the required seven hour continuing education requirement at §95.115. (Emphasize that successfully completing the required seven hours of continuing education makes the permit holder eligible for renewal. Permit is not renewed until renewal form and fee are received by the DADS.
 - B. The approved seven hour maCEtp must be offered by a state approved Medication Aide Training Program as required at §95.119(a). Medication Aides are encouraged to attend additional continuing education and in-service programs, however, these additional programs cannot be substituted for the mandatory seven hour approved maCEtp.
 - C. The instructor(s) of the maCEtp must meet the requirements for instructor(s) at §95.119(b)(6).
 - D. The approved maCEtp must consist of seven clock-hours of actual classroom instruction as required at §95.119(c)(1). Break times may not be counted as part of the seven clock-hours of instruction. The seven clock-hours may be scheduled and presented as determined by the instructor as one seven hour session or shorter, multiple sessions that equal seven clock-hours.

- E.** Each maCEtp must follow the curriculum established by the DADS as specified at §95.119(c)(3).
- Prior to 5-1-96, DADS specified the exact content to be presented in the maCEtp.
 - Effective 5-1-96, DADS recommends only selected introductory and closing content for the maCEtp, leaving the instructor free to determine the major content for the maCEtp. (see Guidelines and Course Outline)
- F.** Successful completion of the maCEtp must be determined by the maCEtp instructor as specified at §95.119(b)(4).
1. Successful completion of the maCEtp must include attending the full seven clock-hours of the maCEtp.
 2. At the discretion of the instructor, successful completion of the maCEtp may also be based on an examination of the maCEtp content. If used, the exam must not exceed 45 minutes of the seven hour maCEtp. The instructor must determine the passing score and score the exams. The student must pass the exam as determined by the instructor.
 3. At the discretion of the instructor, successful completion may also be based on completing a written or oral evaluation and feedback, participating in class assignments and/or other criteria as determined by the instructor.
- G.** Each maCEtp must inform DADS of the name, address, social security number and permit number of each permit holder who successfully completes the course within 15 days as required at §95.119(c)(4). The official DADS roster form must be used and signed by the instructor(s) and sent to the Texas Department of Aging and Disability Services, Medication Aide Program, Mail Code W-245, P.O. Box 149030, Austin, Texas 78714-9030.

IV. Guidelines for the Major Content Topic of the maCEtp.

- A.** Guidelines for selecting the Major Content Topic:
1. The content must be directly or indirectly related to the responsibilities of Medication Aides.
 2. The content should benefit the Medication Aides and ultimately the residents.

3. The content should maintain and/or enhance the knowledge and skills of Medication Aides.
4. The content should enable Medication Aides to assist people make the best use of medications.
5. The content should target patient compliance with medication regimens, promote health professionals' communication skills, improve disease management, ensure optimal therapeutic outcomes and assist the multi-disciplinary approaches to effective medicine communications and treatments.
6. The content should provide an understanding and awareness of the "Communicate Before You Medicate" principles.

B. Suggested Methods for Selecting the Major Content Topic.

1. Assess the learning needs by getting input from student and graduate Medication Aides, and their teachers, employers, co-workers and clients.
2. Plan the content of the maCEtp to address the learning needs.
3. Note that the maCEtp can include skills training such as demonstration and return demonstration of basic or special skills related to medication administration.
4. Be flexible, innovative and creative in planning your maCEtp. The instructor now has the freedom to plan, develop and implement dynamic maCEtps.

C. Examples of suggested major content topics of the maCEtp (must be related directly or indirectly to Medication Aides).

1. Role of the Medication Aide on the Interdisciplinary Team (IDT).
2. Communication Skills for Medication Aides
3. Role of Medication Aide in comprehensive drug management
4. Role of Medication Aide in resident assessment and care planning
5. New health care policies
6. New clinical practice guidelines

7. New clinical treatments and techniques
 8. Automated and Integrated health care systems
 9. Trends in patient care/clinical practice
 10. Current research related to Medication Aide
 11. Clinical and pharmacologic management of residents with specific clinical conditions such as infectious diseases, AIDS, eye disorders, diabetes, decubitus ulcers, tuberculosis, etc.
 12. Role of the Medication Aide in meeting the psychosocial needs of residents
 13. Skills and techniques for Medication Aides
 14. Review of changes in health care regulations and standards pertinent to Medication Aides such as the Nurse Aide Rules, Texas Curriculum for Nurse Aides in Long Term Care Facilities, Licensing Standards for Long Term Care Facilities, etc.
 15. Drug review and update, such as review of new drugs, drugs frequently used in facilities and/or avoiding common medication errors.
- D. Suggestions for teaching methods for maCEtps**
1. Lecture
 2. Discussion
 3. Role playing
 4. Interactive group learning activities
 5. Learning games
 6. Audiovisual presentations
 7. Skills demonstrations
 8. Return skills demonstrations
 9. Cyberspace – The Internet; the World Wide Web; other Telecommunications

V. RECOMMENDED COURSE OUTLINE for the rnaCEtp

- A. Introduction to the maCft.** Each maCEtp should begin with a brief introduction. The introduction should require approximately 15 to 30 minutes. Course materials should be distributed as appropriate.
1. Introductions and overview of program
 2. Class schedule and break times
 3. Requirements for successfully completing the maCEtp such as attending the full seven clock-hours and other requirements as determined by the instructor.
 4. Attendance sheet must be signed by each aide at the beginning of the program and again at the conclusion.
- B. Review of Medication Aide Rules and Curriculum.** Each maCEtp should include a brief review of 40 TAC §95 and other regulations. This information on rules and regulations can be obtained by contacting the Medication Aide Program.
1. Review authorized and unauthorized functions of Medication Aides
 2. Review requirements for supervision at §95.103(b)
 3. Review changes to the Rules in the past year (omit if none)
 4. Review pertinent changes to the Medication Aide Curriculum in the past year (omit if none)
- C. Major content topic(s) to be determined by the maCEtp instructor.**
- D. Summation and Evaluation of the maCEtp:** Each maCEtp should end with a brief review and evaluation. Distribute optional handouts, evaluation forms, exams as appropriate. This review may require 15 to 60 minutes.
1. Review and summarize the important points covered in this maCEtp.
 2. Optional recommendations for study topics and study materials for Medication Aides in the coming year.
 3. Optional oral or written feedback from students for evaluation of this maCEtp and suggestions for future maCEtps.
 4. Optional written examination at the discretion of the instructor.